

TOWN OF ARLINGTON, MA



REQUEST FOR PROPOSALS

FOR

COMMISSIONING AGENT SERVICES

ARLINGTON COMMUNITY SAFETY BUILDING

Date: October 23, 2014

REQUEST FOR PROPOSALS
COMMISSIONING AGENT SERVICES
AT
ARLINGTON COMMUNITY SAFETY BUILDING

I. NOTICE OF REQUEST FOR PROPOSALS

The Town of Arlington (the “Owner”) requests proposals from qualified firms to perform Commissioning Agent (“CxA”) services in connection with Phase 3 of the Community Safety Building Renovation project.

Proposals shall be submitted to the Purchasing Director, Town of Arlington, Massachusetts by **3:00 PM., Thursday October 30, 2014**. Each respondent (“Respondent”) shall submit, in a sealed package, two (2) hard copies of its proposal and one (1) electronic copy in PDF format, electronic format shall be emailed to dlanzillotti@town.arlington.ma.us. The package shall be clearly marked “Commissioning Agent, *Arlington Community Safety Building Project* and shall clearly identify the Respondent’s name and business address.

The Owner reserves the right to reject any or all proposals submitted in response to this Request for Proposals (“RFP”) and to take any other action the Owner may deem to be in its best interest.

II. EQUAL EMPLOYMENT OPPORTUNITY, NON-DISCRIMINATION AND AFFIRMATIVE ACTION

The Town of Arlington is committed to equal employment opportunity and non – discrimination on all of its projects and will take affirmative action to ensure equal employment opportunity and to eliminate discriminatory barriers.

III. OVERVIEW

The Town of Arlington seeks the services of a firm to provide CxA services to assist it and its design team during the Design, Bidding, Construction, Commissioning, Closeout, and Post Commissioning Phases of the Phase 3 *Arlington Community Safety Building Project*.

The current Project schedule anticipates that early bid work may commence by July 1, 2015. Substantial completion is expected to occur not later than August 30, 2016.

IV. PROJECT DESCRIPTION

The proposed Project will be energy efficient and environmentally sustainable and will be LEED certified. The Owner is committed to commissioning the Project to ensure that all systems are complete and function properly together upon occupancy, and that the Owner's staff has adequate building systems documentation and timely operator training.

The Project consists of full construction services for renovation of the Arlington Community Safety Building. The Arlington community Safety building was constructed in 1982 and contains the operations of the Arlington Police Department, as well as the Arlington fire department vehicular repair garage and the Town E-911 emergency call center. The overall building area is 34,156 GSF on three levels, including 21,408 GSF (10,359 GSF vehicular parking garage) on the first floor, 10,840 GSF on the second floor and a 1,908 GSF mechanical penthouse.

The project is as follows:

- Interior demolition, reconfiguration and construction renovations.
- Electrical, HVAC, Plumbing, Fire Alarm and Fire Protection Systems for the building.
- Construction is expected to start in July, 2015 and is expected to be completed by August, 2016.
- The Owner has hired a design team (the "Design Team") to provide design services for the Project. The Design Team is led by Ammondson Architects, Inc. (the "Architect" and sometimes the "Designer of Record (the "DOR") and Architectural Engineers, Inc. (the "Engineer").

V. GENERAL SCOPE OF SERVICES

The Owner is committed to having the Project commissioned to ensure that all systems are complete and function properly together upon occupancy, and that the Town of Arlington's facility staff has adequate building systems documentation and timely operator training.

In general, it shall be the responsibility of the CxA to ensure that each of the following is achieved for the Project:

- All building systems designed for the project will meet the end user's needs and can be maintained in accordance with the design intent.
- The construction documents accurately reflect the design intent for all building systems and are adequate for the needs of the general contractor ("GC") and trade contractors and subcontractors to bid and construct the facility.
- The building systems are properly constructed and function individually and together in accordance with the design intent, established performance standards, and the Owner's operational needs.
- At the completion of the Project, adequate documentation is provided to the Owner and all appropriate Owner training has been completed.

The CxA's Scope of Services shall comprise full commissioning agent services that include participation in design review, involvement during the construction phase, development of a commissioning program and oversight of the implementation of that program, observation of the start-up of all systems, and later post-commissioning performance verification of the completed systems prior to expiration of the equipment warranties.

The CxA will develop a detailed overall commissioning program and, working with the GC and the Engineer/DOR, will coordinate the work activities of other Project team members to ensure compliance with the commissioning program and other Project objectives. The CxA will also provide to the Owner written verification that start-up and commissioning tests and protocols have been followed, and that all equipment and systems are functioning individually and together in accordance with the design intent, required performance standards, and the Owner's operational needs.

In addition to the overall responsibilities outlined above, the selected CxA will provide the specific services listed below, as well as all other services required for projects of this type and scope customarily performed by commissioning agents.

CxA Commissioning Services

The Commissioning services shall include, but shall not be limited to the following:

- Participate in design review meetings on an as-needed basis as determined by the Owner, which meetings shall occur no less frequently than monthly and will occur more frequently as design reaches completion. Provide the appropriate engineering disciplines for these meetings. The Design Team shall develop design documentation, including design intent, basis of design, and full sequences of operation for inclusion in the construction documents. The CxA shall assist Design Team members in the development of the design intent and operating parameters documentation.
- Perform a thorough review of drawings and specifications related to the building's systems and equipment to be commissioned. These reviews shall occur at 100% completion of design development, and at 65% completion and 90% completion of construction documents mileposts and any early pre-purchase packages and shall confirm completeness and adherence to the original design intent, performance standards and regulatory requirements. Maintain a comments log and provide copies to the Owner. Update the log at the completion of each review.
- Review construction documents to assure their completeness and coordination among the various disciplines.
- Develop provisions for construction sequencing, materials and equipment delivery and storage, site and building access, and equipment access for maintenance.

Commissioning Agent Services

In addition to the commissioning engineering responsibilities outlined above, the CxA shall provide complete commissioning services, which shall include but shall not be limited to the services listed below by Project phase. The CxA shall prepare detailed commissioning specifications for the equipment and systems being commissioned, and shall coordinate these specifications with the DOR and integrate them into the design construction packages. The

commissioning plan and commissioning specifications shall meet the requirements of ASHRAE Guideline 0-2005 *The Commissioning Process*, Guideline 1.1-2007 *HVAC&R Technical*

Requirements for the Commissioning Process, and any more current ASHRAE Guidelines, and the guidelines set forth in the LEED 3.0 Reference Guide for Green Interior Design and Construction, 2009 Edition.

Systems and Equipment to be Commissioned

The systems and equipment, including all related components and controls, that are to be commissioned are identified in **Attachment 1** hereof, which includes all mechanical engineering, electrical engineering, plumbing engineering, fire protection engineering, life safety engineering, building automation and control systems (including lighting controls), as well as all other systems required for projects of the type and scope of the Project, and customarily performed by engineers and commissioning agents.

Specific Commissioning Agent Services

The CxA shall review the design of, and commission each of the systems and equipment identified on **Attachment 1**.

The commissioning agent services shall include, but shall not be limited to the following:

Design Phase

- Coordinate a commissioning scoping meeting with appropriate parties.
- Review and provide input for the Owner's Project Requirements, the Project Basis of Design, and the design documents.
- Coordinate a controls integration meeting at which the CA, and the mechanical, electrical and systems control engineers who are part of the Design Team discuss integration issues between equipment, systems and disciplines to ensure that integration issues and responsibilities are clearly described in the construction specifications.
- Develop commissioning specifications ("Cx Specifications") for inclusion in the construction documents. Cx Specifications shall be coordinated for format and content with the construction specifications and shall, at a minimum, define the commissioning requirements for the General Conditions and the HVAC and Electrical technical specifications and for each system and piece of equipment identified in this RFP as subject to commissioning. The Cx Specifications shall include, but shall not be limited to, requirements for commissioning submittals, startup and checkout test plans, functional test development support, pre-functional checklist and functional test execution, training plan development and execution, operation and maintenance ("O&M") manuals, as-built drawings and coordination among trade contractors and subcontractors.
 - Cx Specifications preparation shall include focused reviews of the construction documents (Drawings and Specifications), from the commissioning perspective, relating to necessary submittals, testing, balancing, startup, checkout, training and record documents to assure the development of a comprehensive set of specifications that adequately describe

the design intent and operational requirements for the Community Safety Building facility's systems, and meets the startup and commissioning needs of the Owner for the facility.

- Develop the initial commissioning plan (“Cx Plan”). The Cx Plan shall define the scope and commissioning process for the Project, and shall incorporate and build upon the responsibilities defined in the Cx Specifications. The Cx Plan will be provided to the Owner and the Owner’s PM for review, approval and incorporation into the construction documents. At a minimum, the Cx Plan shall include the following:
 - Scope of Commissioning: Describe in detail equipment and systems scheduled for commissioning, the nature of the testing to be performed for each piece of equipment, for each sub-system and for each system.
 - Cx Team & Responsibilities: Identify the commissioning team (“Cx Team”), which shall include at a minimum the following parties: the CxA, the Owner’s PM, the Design Team, and appropriate trade contractors and subcontractors; and provide a detailed description of the responsibilities of each member of the Cx Team.
 - Deliverables: Clearly define the deliverables to be produced from the commissioning process and identify parties responsible for producing them. Deliverables shall include, but shall not be limited to, schedules, test plans, test reports, training plans and final report. Identify required format for deliverables and include sample documents as appropriate.
 - Schedule: Prepare a preliminary schedule of commissioning activities. The commissioning schedule shall be coordinated with the overall Project schedule as established by the GC.
 - Checkout, Startup & Pre-functional Testing: Define the checkout, startup and pre-functional testing process and required integration between these activities for each piece of equipment, sub-system and system.
 - Functional Performance Testing: Describe the functional performance testing process, including prerequisites and any special equipment or instrumentation needed to obtain necessary measurements during performance testing. Include requirements for deferred seasonal functional performance testing as appropriate.
 - Test Guidelines: At a minimum, include requirements for review, approval and documentation practices and test acceptance criteria.

Training & Turnover: Identify training requirements, and responsibilities for development of the training plan (the “Training Plan”) and participation by the Cx Team members in the training process. The training program shall assure that the building operation personnel of the Owner receive adequate training for the proper operation of the new facility systems. Define required O&M, as-built and commissioning deliverables and the deliverables turnover procedures, with references to the construction specifications as appropriate, to ensure that the Owner receives all necessary documentation from the GC.

Bidding Phase

- Attend and participate in the pre-bid meetings for trade contractors and subcontractors by providing an overview of the commissioning process, explaining its value and importance to the Project, and the requirements of the Cx Specifications and the Cx Plan, and answering questions regarding commissioning which may be raised.
- Assist in responding to requests for information (RFI's) relating to commissioning, which are received during the Bidding Phase.

Construction Phase

- Coordinate the commissioning work, and with the GC and the Design Team, ensure that the commissioning activities are properly accounted for in the master Project schedule.
- Attend Project construction meetings as frequently as necessary in the judgment of the Owner, to advise the Project team on critical path milestone dates that impact commissioning issues and commissioning status, and advise the Owner and the Owner on such issues. Review construction meeting minutes and prepare revisions/substitutions relating to the commissioning process as necessary. Assist in resolving any discrepancies.
- Plan and conduct commissioning team meetings with the Cx Team. These meetings should include, at a minimum, the GC, appropriate trade contractors and subcontractors, the Design Team, the Owner's PM, and the Owner's building operation personnel. These meetings shall occur as needed early in the Construction Phase, and more frequently during the last months prior to the commencement of the Commissioning Phase. Prepare meeting minutes and distribute to all attendees.
- Perform site visits, as necessary, to observe component and system installations, testing and start-up operations.
- Review construction submittals for all applicable systems, equipment and controls
- Prepare pre-functional checklists and functional performance test procedures for equipment and systems to be commissioned.
 - Review GC and trade contractor and subcontractor submittals applicable to systems being commissioned, concurrently with review by the Design Team to obtain equipment and system information and ensure compliance with commissioning needs and requirements. Advise the Owner, the GC and the DOR of any deficiencies noted that may impact the commissioning execution or intended system performance. Review DOR submittal documentation and comments. Assist in resolving any discrepancies.
 - Request and review additional information as required to write the pre-functional checklists and functional performance test procedures.

- Review the O&M materials, and contractor start-up plans.
- Before startup, gather and review the approved control sequences of operation and interlocks, and work with the GC, appropriate trade contractors, subcontractors, and design engineers until sufficient clarity has been obtained, in writing, to be able to write detailed functional performance test procedures.
- The functional performance test procedures shall include requirements for operating each system and its components through each of the written sequences of operation and other significant modes and sequences, including startup, shutdown, unoccupied mode, manual mode, staging, miscellaneous alarms, power failure, security alarm when impacted and interlocks with other systems or equipment.
- Submit completed pre-functional checklists and functional performance test procedures to the GC, the DOR, and equipment vendors for review as required.
- Distribute pre-functional checklists. Review checklist execution scope and procedures with the GC and appropriate trade contractors and subcontractors to assure understanding prior to execution.
- Review and approve the system start-up and initial checkout plan.
- Coordinate commissioning activities to integrate with the startup and checkout activities.
- Approve systems startup by reviewing start-up reports and by selected site observation.

Review the testing, adjusting and balancing (TAB) execution plan before TAB is executed, and oversee functional testing of the control system, and order and coordinate such retesting of the control system as may be necessary until the control system is approved by the CA to be used for TAB.

- Review air and water systems balancing by reviewing completed reports and by selected site observation.
- Review and approve the Training Plan developed by the GC. Assure that the plan is adequate to meet all training requirements of the facility's operations staff.
- With assistance and review from installing contractors, develop the functional performance test procedures for equipment and systems, and submit to the GC for review and approval as required.

Commissioning Phase

- Update and revise the Cx Plan and related documentation, as necessary during the commissioning process.
- Verify pre-functional checklist execution by site observation and spot checks. Review completed pre-functional checklists and approve systems as ready for functional performance testing.

- Check the installing contractors' field calibration of sensors and actuators during functional testing.
- Working with equipment vendors and appropriate trade contractors and subcontractors, witness and approve functional performance tests for each sub-system and system as established by the Cx Plan. Services shall include:
 - Witness and approve tests on HVAC equipment during both the heating and cooling season.
 - Analyze functional performance trend logs and monitoring data to verify performance.
 - Maintain a master deficiency and resolution log and a separate testing record. Provide periodic (monthly at a minimum, more often if necessary), written progress reports to the DOR and the Owner, which include test results with recommended actions. Coordinate resolution of any deficiencies with the GC and GC's trade contractors and subcontractors. Witness and document repeat testing, as necessary to verify that all deficiencies are corrected.

Witness all tests of commissioned equipment and systems which the Owner may contract for or which may be performed by manufacturer's personnel over which the CxA may not have direct control. Document and include the test data and reports of such tests in the commissioning record. Submit commissioning record documentation to the GC for inclusion in the O&M manuals.

- Participate in the training of the Owner's building operations and maintenance staff in accordance with the requirements of the approved Training Plan. Verify and document, to the Owner, that training has been satisfactorily completed.
- Compile and maintain a commissioning record and building systems book(s).
- Review completed as-built drawings and records, including operation and maintenance manuals prepared by equipment manufacturers, fabricators or installers for inclusion in the Owner's O&M manuals
- Provide the necessary personnel to prepare documentation and perform testing.

Closeout Phase

- Provide a Final Commissioning Report. At a minimum, the report shall include an executive summary, list of participants and the role of each participant, brief building description, overview of commissioning and testing scope, and a general description of testing and verification methods. For each piece of commissioned equipment, the report shall contain the opinion of the CA regarding the adequacy of the equipment, documentation and training, in satisfying the requirements of the contract documents in each of the following areas:
 - Equipment/system specifications and design intent
 - Equipment/system installation

- System functional performance and efficiency
- Equipment/system O&M and record documentation
- Operator training.

All outstanding non-compliance items shall be specifically listed. Recommendations for improvement to equipment or operations, future actions, commissioning process changes, and other appropriate matters shall also be listed. Each non-compliance issue shall be referenced to the specific functional test, inspection, trend log, and other records where the deficiency is documented. The functional performance and efficiency section for each piece of equipment shall include a brief description of the verification method used (manual testing, BAS trend logs, data loggers, or other as appropriate) and the CA's observations and conclusions from the testing.

The Final Commissioning Report shall include appendices with all acquired sequence documentation, logs, meeting minutes, progress reports, deficiency lists, site visit reports, findings, unresolved issues, communications, and all other relevant information. Pre-functional checklists and functional performance tests and monitoring data and analyses shall be provided in a separate labeled binder.

Post-Commissioning Period

- Witness and approve required seasonal or deferred testing and deficiency corrections.
- Review and approve the final testing documentation for the commissioning record and O&M manuals.
- Return to the site 10 months after substantial completion of construction and after one complete heating and cooling season and review with the Owner's PM and the Owner's facility staff, the building operations and the status of outstanding issues related to the original and seasonal commissioning. Also interview facility staff and identify problems and concerns they have with the operation and maintenance of the facility, as originally intended. Make suggestions for improvements and for recording any proposed changes in the O&M manuals. Identify to the Owner those issues whose correction may be covered by equipment and system warranties or by the original construction contract. Assist the Owner's facility staff in developing reports and documents and requests for services to remedy outstanding problems.

VI. PROJECT SCHEDULE

It is anticipated that construction will commence on July 1, 2015 and be substantially complete by August 30, 2016.

VII. FEE

Include proposal fee for CxA services in submission.

VIII. DESIRED QUALIFICATIONS

- Substantial experience acting as the principal commissioning agent for facility construction projects of similar building type, size and complexity.
- Massachusetts registration and licensing in all applicable disciplines, including but not limited to mechanical, electrical, and plumbing engineering.
- Extensive experience in the startup, operation and troubleshooting of all systems to be commissioned on the Project including HVAC systems, test and balance of both air and water systems, building automation and energy management control systems and lighting control systems. Extensive field experience is required. The Respondent and the specific individuals identified by the Respondent in its proposal must each have a minimum of four (4) full years' experience in this type of work.
- Knowledgeable and experienced in building operation, maintenance and O&M training.
- Knowledgeable and experienced in commissioning buildings for LEED certification (both Fundamental and Enhanced Commissioning), energy-efficient equipment design and control strategy optimization.
- Excellent project management skills, including high level of organization, verbal and written communication skills, ability to work with both management and trade contractors and subcontractors, and ability to produce schedules using commercial scheduling software.
- The majority of the expertise required for this Project must be part of the skill and experience set of the prime firm making the proposal. A member of that firm will be the designated CxA. The CxA must be fully qualified to commission most of the above listed systems. If the CxA or prime firm shall subcontract with another qualified party that party's qualifications shall be included and clearly designated in the response to this RFP.

Documentation of financial stability and insurance including: (i) professional liability insurance of not less than \$2,000,000; (ii) comprehensive general liability ("CGL") insurance of not less than \$1,000,000 per occurrence, with a general aggregate limit of not less than \$2,000,000 on a per project basis; (iii) automobile liability insurance of not less than \$1,000,000; (iv) statutory workers' compensation insurance coverage; (v) employer's liability insurance of not less than \$1,000,000; and (vi) umbrella or excess liability insurance of not less than \$5,000,000 covering over the CGL, automobile liability and employer's liability coverages; and all of such coverages to be provided on the terms set forth in the Contract.

IX. SUBMISSION REQUIREMENTS

All responding firms must submit all of the following information:

1. Description of the firm's background, including specifically all of the following information:
 - A. How many years has the organization been in business performing CxA services?
 - B. How many years has the organization been in business under its current business name? Under what other names has your organization operated and during what periods of time?
 - C. If the organization is a corporation, provide the following information:
 - Date of incorporation
 - State of incorporation
 - President's name
 - Vice President's name(s)
 - Secretary's name
 - Treasurer's name
 - D. If the organization is a partnership, provide the following information:
 - Date of organization
 - Type of partnership (if applicable): general, limited, limited liability
 - Name(s) of general partner(s)
 - E. If the organization is a limited liability company, provide the following:
 - Date of organization
 - State of organization
 - Name of Manager or Managing entity
 - Name of person authorized by the records of the Secretary of State to execute document(s)
 - F. If the organization is individually owned, provide the following information:
 - Date of organization
 - Name and address of owner
 - G. List jurisdiction and trade categories in which the proposing organization is legally qualified to do business, and indicate registration or license numbers, where applicable.
 - H. Provide the address of your Massachusetts office, indicate whether it constitutes your home office, a branch office, one of your principal places of business or otherwise, and state the number of years you have maintained an office in Massachusetts.

- I. If your organization was not formed in Massachusetts, indicate the State in which it was organized, and indicate whether you are currently authorized to do business in Massachusetts, as well as the date such authorization was obtained.
2. Description of the firm's experience with particular attention to identifying projects in which similar services were performed. Provide a list of all similar projects of comparable building type, size and complexity that have been substantially completed within the past five (5) years. For each project, provide a complete description, including estimated and actual project schedule, and the names, telephone numbers and other contact information for reference person(s), and other supporting materials as needed. This information should be provided for at least two (2) projects of similar type and scale for which engineering services were provided; and, at least two (2) projects of similar type and scale for which commissioning services were provided.
3. Identification of the Project team, including the Respondent's Principal in Charge, the Respondent's Project Manager who will have overall responsibility for completion of the work, and Respondent's team who will be on site overseeing the testing, and the specific responsibilities of all other members of the team. For each project team member, submit a resume which outlines the individual's academic and professional experience and achievements including the number of years of experience dealing with similar projects and technologies and tenure with the firm, and professional references. Additionally, provide a list and brief description (including total cost, duration / timeframe) of all projects each team member is working on that will be occurring concurrently with this project.
4. A Project team organization chart listing all team members, whether employed by the responding firm or by a sub-consultant, proposed to provide services on the Project. **Please note that if the Respondent is selected for the Project, the key team members identified in its proposal in all disciplines must serve on the Project, and such individuals must be fully available to devote the time and attention necessary to ensure timely and complete delivery of required services.** Provide a cross reference for each team member to any project listed in Item #2 above.
5. A synopsis of the firm's approach to the Project, including specifically:
 - Team organization,
 - Proposed scheduling,
 - How the responding firm will manage the engineering and commissioning agent services expertly and efficiently,
 - The firm's approach to integrating the commissioning into the normal design and construction process in order to minimize potential time delays,
 - What the responding firm will do to foster teamwork and cooperation from contractors and the Design Team and what it will do to minimize adversarial relationships,
 - How the responding firm intends to determine the appropriate level of commissioning effort for the various systems and equipment.

6. A complete list of the services the team will be providing for engineering and the commissioning process is also required. The listed services should be more specific and comprehensive than those outlined in this RFP and should be organized by the phases of the Project identified in this RFP.
7. A sample commissioning plan developed by your firm for a similar project.
8. Identification of any firms or individuals not part of your firm that will be collaborating on this Project. For each such firm, provide a detailed description of their role in the commissioning services to be provided for the Project and a complete resume and description of the length and substance of their experience as it relates to those services and the Project.
9. Information on all related disciplines, including but not limited to mechanical, electrical, plumbing, and fire protection that will participate in the Project, whether these disciplines will be provided by your firm's personnel, or will be outsourced.
10. Three (3) references of persons who are familiar with the work of your firm. In addition, provide (3) references of persons who are familiar with the work and professional skills of the Respondent's Project Manager and Principal in Charge proposed for the Project. By submitting a proposal, the Respondent expressly provides its consent for the Owner's PM and/or other representatives to communicate with the reference contact persons provided by phone or in writing regarding the past performance of the Respondent and its personnel for the project.
11. Attachment 2, Certificate of Non-Collusion.

X. SELECTION PROCEDURES

Each proposal will be reviewed by the Owner to determine if it is complete prior to actual evaluation. The Owner reserves the right, but shall have no obligation, to eliminate from further consideration any proposal deemed to be substantially or materially non-responsive to the RFP. The Owner will review all proposals and may select one or more responding firms for personal interviews.

The selection of the finalists will be based on the following criteria, as applied by the Owner in its sole and absolute discretion:

- Quality of prior experience and performance on projects of similar building type, size, scope of services, and complexity.
- Qualifications of the key persons and consultants who will work on the Project.
- Current total workload with private clients and public agencies and ability of the responding firm and assigned personnel to meet the Project schedule.
- Thoroughness and organization of the listed services to be provided.
- Demonstrated commitment to equal employment opportunity and affirmative action.
- Proposed Fee

XI. ADDITIONAL INFORMATION

The deadline for receipt of questions is Oct. 27, 2014. The Owner will respond to all written questions which in the Owner's sole judgment may have a material effect on the RFP by emailing written responses to the CxA respondents by **Oct. 28, 2014.**

XIII. OTHER PROVISIONS

- The Owner reserves the right to modify this RFP, in whole or in part, prior to the date fixed for submission of the Proposals, by issuance of an addendum or addenda, which shall be posted on the Owner's website. The Owner may extend the deadline for Proposal submission if, in the Owner's sole judgment, such extension is necessary for any reason. It is the responsibility of each responding firm desiring to submit a proposal to obtain the Request for Proposals and any and all addenda that may be issued in connection with this RFP.
- All expenses and costs, including but not limited to legal costs, associated with developing or submitting a proposal in response to this RFP, or associated with oral or written clarification thereof, including all presentation materials and related costs and travel expenses, shall be borne solely by the proposer, and under no circumstances shall the Owner be responsible for any such cost or expense incurred by any proposer. The Owner assumes no responsibility for these costs and expenses.
- Responding firms may withdraw their proposals, by written request only, received by the Owner prior to, but not after the time set for proposal submission. Thereafter, proposals shall be irrevocable for a period of not less than forty five (45) days, and may not be withdrawn or modified.
- Any proposal which is not received by the Owner by the date and time and at the location for submission of proposals set forth herein will be determined to be late and shall not be considered.
- The Owner may cancel or modify this RFP, in whole or in part, or reject all Proposals submitted in response to this RFP if such action is determined to be in the best interest of the Owner. The Owner also reserves the right to waive any irregularities or requirements; and to negotiate with all respondents, in any manner necessary, in its sole judgment and discretion, to serve the best interest of the Owner. Proposals that are incomplete, conditioned, or are otherwise not in conformance with this RFP may be rejected at the sole discretion of the Owner.
- A proposal may be considered non-responsive if it includes extraneous information not specifically requested in this RFP. The clarity and conciseness of proposals will be valued over sheer volume.
- The Owner reserves the right to request clarification of any aspect of any submitted proposal or to request additional information that might be required to evaluate a proposal.
- By submission of a proposal, each Respondent acknowledges and agrees that all documentation and/or materials submitted with its proposal shall become and remain

the property of the Owner. The Owner shall have the right to use all or any portions of any proposal, as it considers necessary or desirable, in connection with the Project. By the submission of a proposal, the Respondent thereby grants to the Owner an unrestricted royalty-free license to use the proposal and all materials submitted therewith in connection with the Project.

- Respondents are advised that, once an award has been made, proposals submitted to the Owner in response to this RFP are considered public records as defined by Massachusetts General Laws, Chapter 4, §7, clause 26.

XIV. ATTACHMENTS

Attachment 1: Systems and Equipment to be commissioned
Attachment 2: Certificate of Non-Collusion

ATTACHMENT1

Systems and Equipment to be Commissioned

Arlington Community Safety Building

- A. Systems to be commissioned shall be:
 - 1. Heating, Ventilating, and Air Conditioning:
 - a. Energy Recovery Units with integral heat pumps
 - b. Exhaust Fans
 - c. VAV Boxes
 - d. Rooftop Units
 - e. Heat Pumps
 - f. Pumps
 - g. Unit Heaters
 - h. Variable Frequency Drives (this is usually in the mechanical Contractor's spec. Starters are in the electrical spec. but they Get tested with the mechanical equipment.)
 - 2. Electrical:
 - a. Lighting Control System
 - 3. Plumbing:
 - a. Domestic Hot and Cold Water Piping System
- B. Systems to Be Commissioned by The Installing Contractor
 - A. The following shall be tested in accordance with industry standards in the presence of the Commissioning Agent. A written report of all testing procedures and results shall be provided to the Commissioning Agent by the installing contractor to be included in the Commissioning Report under a separate section noted as such.
 - 1. Heating, Ventilating, and Air Conditioning
 - a. Air and Water Balancing
 - b. All HVAC equipment listed above.
 - 2. Electrical:
 - a. Intrusion Alarm and Security System
 - b. Fire Alarm System
 - 3. Plumbing:
 - a. Plumbing Fixtures
 - 4. Fire Protection System

ATTACHMENT 2

CERTIFICATE OF NON-COLLUSION

The undersigned certifies under penalties of perjury that this bid or proposal has been made and submitted in good faith and without collusion or fraud with any other person. As used in this certification, the word "person" shall mean any natural person, business, partnership, corporation, union, committee, club or other organization, entity, or group of individuals.

(Signature of individual submitting bid or proposal)

(Name of individual submitting bid or proposal)

Name of Business

Date

Pursuant to M.G.L. Chapter 62C, Section 49A, I certify under the penalties of perjury that I have complied with all laws of the commonwealth relating to taxes, reporting of employees and contractors, and withholding and remitting child support.

Social Security Number or
Federal Identification Number

Signature of Individual or Responsible
Corporate Officer and Title

NON-COLLUSION FORMS
MUST BE SIGNED AND
SUBMITTED WITH BID